

# Employment Application (Please type or print with blue or black ink)



**King County District Court**  
**State of Washington**  
**Office of the Presiding Judge**  
 W-1034 King County Courthouse  
 516 3<sup>rd</sup> Avenue  
 Seattle, WA 98104  
 (206) 205-2820

Complete all sections. Failure to do so may result in the rejection of your application.  
 Statements such as "see resume" do not substitute for completing any portion of the application.

Position applied for	Date of application
Type of employment desired (check all that apply) <input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	Date available for work
How did you learn of this position? Be specific: relative, friends, name of newspaper, radio station, etc.	

Last Name	First Name	Middle Name	Home Telephone ( ) ( )
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Street address	City	State	Zip Code	Work Telephone ( ) ( )
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The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age.	Birth Date			Social Security No.	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Month	Day	Year		

Do you have any relatives who work for King County District Court? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you filed an application here before? Date: _____	Cell Phone/ Pager ( ) ( )
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Name(s)	Relationship	Division	A successful candidate may be subject to transfer to other divisions within King County District Court:
Have you previously been employed by King County District Court? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Have you previously been employed by King County District Court? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give dates/locations	Will you transfer if required? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Driver's License/ I.D. #	State	Can you provide proof of citizenship, visa, or alien registration upon being hired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you travel if required? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you graduated from high school or completed a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are under 18, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Schools attended (name and location)	Dates attended		Credits earned	Major	Type of degree	Date of degree
	From	To				

Other courses, institutions, organizations (name and location)	Dates attended		Course title, type of subject	Type of degree or certification	Date of degree or certificate
	From	To			

Skills and qualifications: Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with the District Court. (Include equipment and office machines you can operate.)

## Voluntary Affirmative Action Questionnaire

King County District Court is an equal opportunity employer and shall carry out federal, state, and local laws and regulations prohibiting discrimination in employment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, or the presence of a sensory, mental, or physical disability. For the purpose of effectively implementing the King County District Court Diversity Plan, we would appreciate if you complete this survey. This is entirely voluntary and will remain confidential.

What is your gender? →	<input type="checkbox"/> Female <input type="checkbox"/> Male
Please check the racial/ethnic group with which you identify. →	<input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Other <input type="checkbox"/> African American/Black <input type="checkbox"/> White/Caucasian (please specify) _____
Will you need any special equipment or assistance to do this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain
Will you need special equipment or assistance in the testing process? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain

**Employment History**

From (Mo. & Yr.)	Title of present or most recent position	Employer's name	Telephone ( )	
To (Mo. & Yr.)	Primary duties	Street address		
Total months worked		City	State	Zip Code
Hours worked each week		Name and title of supervisor		
Starting salary		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Present or last salary	Number of employees supervised by you	Reason for leaving or considering change		

From (Mo. & Yr.)	Title of position held before the above	Employer's name	Telephone ( )	
To (Mo. & Yr.)	Primary duties	Street address		
Total months worked		City	State	Zip Code
Hours worked each week		Name and title of supervisor		
Ending salary	Number of employees supervised by you	Reason for leaving		

From (Mo. & Yr.)	Title of Position held before the above	Employer's name	Telephone ( )	
To (Mo. & Yr.)	Primary duties	Street address		
Total months worked		City	State	Zip Code
Hours worked each week		Name and title of supervisor		
Ending salary	Number of employees supervised by you	Reason for leaving		

From (Mo. & Yr.)	Title of position held before the above	Employer's name	Telephone ( )	
To (Mo. & Yr.)	Primary duties	Street address		
Total months worked		City	State	Zip Code
Hours worked each week		Name and title of supervisor		
Ending salary	Number of employees supervised by you	Reason for leaving		

**Reference authorization:** I authorize King County District Court to contact the following three professional references:

Name	Title	Organization	Telephone
			( )
			( )
			( )

Have you ever been convicted of a crime, pled guilty, or been released from prison within the past seven (7) years? If yes, indicate date and nature of the offense. Conviction of a crime or release from prison may not necessarily bar you from employment with the King County District Court.

Charge	Sentence	Remarks

It is understood and agreed that any misrepresentation in this application will be sufficient cause for cancellation of this application and/or termination from employment with King County District Court. I give King County District Court the right to investigate all references, and to secure additional information about me, including, but not necessarily limited to, a criminal record check. I hereby release King County District Court and its representatives from liability for seeking such information as well as all other persons, corporations or organizations who furnish such information.

Signature of Applicant X	Date
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